STATE OF SOUTH CAROLINA
DEPARTMENT OF CONSUMER AFFAIRS
PROFESSIONAL EMPLOYER ORGANIZATIONS
S.C. Code Ann. § 40-68-10 et seq.
www.consumer.sc.gov
(803) 734-4200

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293 Greystone Blvd., Suite 400
Columbia, SC 29210

PROFESSIONAL EMPLOYER ORGANIZATION
FINGERPRINT CHECK

A fingerprint check must be completed by all proposed new controlling persons. Fingerprint checks for PEO Licensing in South Carolina are performed by IdentoGO (by MorphoTrust USA). The instructions for both residents of South Carolina and non-residents of South Carolina are included in this form.

South Carolina Residents: Visit a local IdentoGO office to have fingerprinting performed. To schedule an appointment, visit https://www.identogo.com/. Select 'search for services by state', then choose South Carolina from the list and click Go. Then select 'Digital Fingerprinting' under Enrollment Services. Then choose 'Schedule a New Appointment' in the box labeled For New Appointments. Then select SC920080Z-Consumer Affairs/Prof Employer Org Ctrl Person from the ORI list. Click Go, and follow the instructions to find the location nearest you and schedule the appointment.

Non-South Carolina Residents: Applicants must follow the instructions on the **Non-Resident Manual Card Scan Processing Procedures**, which begins on the next page. Due to the design of the IdentoGO system, and how it routes electronic information to South Carolina law enforcement, you cannot schedule an appointment at an IdentoGO local office outside of South Carolina, even if there is a location near you. Applicants who reside outside of South Carolina must use IdentoGO's Card Scan Processing Program. Applicants must request fingerprint cards from the Department by calling (803) 734-0045 or by email at emecaj@scconsumer.gov.
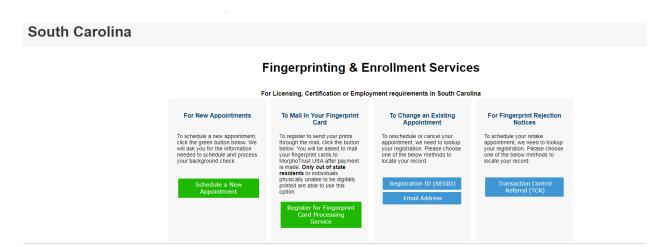
Non-Resident Manual
Card Scan Processing Procedures

Applicants who reside out of state, or are physically unable to go to a location to be fingerprinted, may use MorphoTrust Card Scan Processing Program. This program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. Converting a "hard card" into an electronic record enables an applicant to have their fingerprint record processed as quickly as if they had traveled to an electronic fingerprint processing location. The section below details the procedures for submitting fingerprints to the Card Scan Processing Unit.

South Carolina Cardscan Submissions

- Applicants must go online to the MorphoTrust Enrollment website at www.identogo.com or call the toll free registration center at (866) 254-2366 and complete the registration process. During the registration process, applicants should select "**Register for Fingerprint Card Processing Service**" (2nd option below) on the Fingerprinting and Enrollment Services page. This will identify to MorphoTrust that a hard card will be mailed to them for conversion to an electronic fingerprint record which will then be submitted to the South Carolina Law Enforcement Division.

- Applicants must complete the entire registration process, including providing payment via credit card or eCheck or identifying the account for billing during the registration. A registration number will be supplied at the end of the registration process. This number should be retained by the applicant for tracking purposes. This registration number must be recorded on the fingerprint card when it is submitted to MorphoTrust for proper processing and to avoid delays (sample registration and card on last page). **MorphoTrust requires pre-registration and pre-payment for all cardscan submissions. Any cards received without both those requirements being met will be returned to applicant unprocessed.**

- Applicants should obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services. These fingerprint cards may be either traditional ink rolled fingerprints or electronically captured and printed fingerprint cards.

- Fingerprints must be submitted on FBI applicant cards (FD-258).

- FBI fingerprint cards are available from the state agency requiring you to be fingerprinted (i.e. Department of Education, Insurance, Labor, etc.) *Due to agency specific information, MorphoTrust does not provide fingerprint cards to applicants*.

- Applicants need to make sure the fingerprint card is completely filled out (sample card on following page). Required information includes: ORI number, full name, social security number, date of birth, home address, sex, height, weight, hair color, eye color, place of birth (state or country only), citizenship, reason fingerprinted and the confirmation number provided to you at the end of the registration process.

- The ORI number and Reason Fingerprinted that must be used on the fingerprint card should be provided by the licensing or certifying agency.

- **Failure to completely fill out the information on the fingerprint card will result in the card being returned to the applicant, which will delay the fingerprint submission process**.

- The fully completed card should then be mailed to the following address:

> *IDENTOGO*
> *CARDSCAN DEPARTMENT*
> *6840 CAROTHERS PARKWAY STE 650*
> *FRANKLIN, TN 37067-9929*

Please include a daytime telephone number where the applicant can be reached if we have a question about the fingerprint card.

- *Do not send completed certification or licensing applications to MorphoTrust.* These documents should be returned to the state agency that will be issuing the license.

- Applicants wishing to verify that a fingerprint card has been processed may call (866) 254-2366 and speak with a customer service representative. Please allow 10 business days for results to be communicated after mailing the cards before calling to inquire.

Registration Completed for Test Registration

Appointment Details

Location

Myrtle Beach- N Kings Hwy
Kings Festival Shopping Center
1521 N Kings Hwy
Myrtle Beach, SC 29577
United States

Appointment

Date: 08/21/2017
Time: 11:50 AM

Registration ID

FS17003471X

Your registration confirmation number is located on your appointment confirmation in the yellow highlighted area above.

Retake Submissions

For submitting retake fingerprint cards, please see the instructions below for where to place notification of retake and TCR number.

PEO Fingerprint Check Form
SCDCA Form PEO-06
Revised 07/19